



# THE CITY OF LYNCHBURG, VIRGINIA

Zoning & Natural Resources Division

City Hall, 900 Church Street  
Lynchburg, Virginia 24504 • (434) 455-3900  
FAX • (434) 845-7630

## LETTER OF ZONING APPROVAL

### CHECK ONE:

- ☐ Commercial Location-- Square Footage: \_\_\_\_\_  
☐ Residential/Home-Based (\* See restrictions below)  
☐ Contractor (\*\* See additional info required below)

### (For City Use Only)

☐ No C.O. Required  
Zoning District: \_\_\_\_\_

LOCATION: \_\_\_\_\_  
(Street Address if Commercial or Residential Based; Project Name and/or Location if Contractor)

NAME OF BUSINESS: \_\_\_\_\_  
(If different from Applicant Name)

TYPE/DESCRIPTION OF BUSINESS: \_\_\_\_\_

NAME OF APPLICANT: \_\_\_\_\_

APPLICANT MAILING ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

### \*\*Contractors Must Complete:

Federal ID Number: \_\_\_\_\_

Contractor Class: \_\_\_\_\_

Total Amount of Construction you will do  
in Lynchburg this year? \$\_\_\_\_\_

Contractor License #: \_\_\_\_\_

Expiration Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### \*Restrictions for Residential/Home-Based Business:

- No** Employees, customers or clients coming to premises;
- No** advertising or display signs on premises;
- No** storage of supplies, equipment on premises.

### This Zoning Approval:

- Shall **not** be construed as authority to violate, cancel or set aside any other applicable Codes or Ordinances in the City of Lynchburg.
- Shall **not** be construed as a Business License as required by the City of Lynchburg, Commissioner of the Revenue.
- **May be revoked** if any of the City Zoning Ordinances or City Code Ordinances are violated.

I will adhere to all City Zoning and City Code Ordinances:

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**This Letter of Approval shall not supersede any final building inspections required for occupancy.**

Zoning Official: \_\_\_\_\_ Date: \_\_\_\_\_